

Connecticut Library Consortium

Request for Response – RFR #P101

For Subscription Management and Processing Services

Date Issued: **September 30, 2019**

Date Due: **October 28, 2019 at 2:00 pm Eastern Time**

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RFR P101: Subscription Management & Processing Services

TABLE OF CONTENTS

ABOUT CLC	3
SCOPE OF SERVICES	3
GUIDE TO PROPOSAL SUBMISSIONS	5
BID PRICING DISCOUNTS	8
TERMS OF CONTRACT	8
SELECTION CRITERIA	11
RESPONSE CHECKLIST	12
ATTACHMENT 1 – RESPONSE SIGNATURE FORM	13
ATTACHMENT 2 – STATEMENT OF QUALIFICATIONS	15
EXHIBIT A – ADDITIONAL TERMS & CONDITIONS	
EXHIBIT B – PRICING AND DISCOUNT SCHEDULE	

Please download Solicitation Documents Exhibit A - Terms & Conditions and Exhibit B - Pricing and Discount Schedule at <https://portal.ct.gov/DDS/OperationsCenter/Providers/BizNet>

RFR P101: Subscription Management & Processing Services

About CLC

The Connecticut Library Consortium, Inc. (CLC) is a statewide non-profit 501(c)3 membership organization that is state mandated to provide group purchasing, discounts, and other efficiencies for Connecticut libraries. CLC's over 800 members are comprised of public, K-12, academic/higher education and special libraries. 98% of CT public libraries and 87% of CT higher educational institutions are CLC members, and 69% of CT public school districts have at least one CLC member school.

CLC was founded on July 1, 2003, the result of the merger of four regional Cooperating Library Service Units (CLSUs): Capitol Region Library Council, Eastern Connecticut Libraries, Southern Connecticut Library Council, and Western Connecticut Library Council. The creation of CLSUs was authorized in 1975 by the Connecticut General Assembly, which then funded CLSUs in 1981. "Cooperating Library Service Unit" is defined in Sec. 11-9e of Connecticut State statutes as "an organization of different types of libraries situated in a stipulated area of the state whose purpose is to improve library service through coordinated planning, resource sharing, and the development of programs too costly or impractical for a single library to maintain.

CLC currently has over 40 contracts with vendors for mission-critical products and services for libraries and schools in Connecticut. In addition to cost savings, CLC provides valuable professional development opportunities for library staff, including offering over 35 roundtable interest groups that meet across the state. Through our roundtables, member visits, and ongoing communication with our members via our Member Relations Managers, CLC is able to provide valuable market insights and feedback. CLC staff are also librarians, giving us in-depth understanding of the Connecticut library community and its challenges and opportunities.

Scope of Services

The Connecticut Library Consortium is seeking proposals from print subscription management providers to meet the needs of their over 800 Connecticut academic, school, public, and special library members and their users. This Invitation to Bid will create a three (3) year contract with two (2) possible extensions of one (1) year each for a total of five (5) years of contract duration. Although no guarantees are made, based on past years' member spending, this contract could generate greater than 2 million dollars of annual order volume. The contract will commence on December 1, 2019 and run through November 31, 2022, unless extended.

It shall be understood that any eligible member of CLC may participate under the terms of this bid solicitation, including the public schools and school districts whose school libraries are CLC members. It should also be understood that only current members of CLC shall be eligible to purchase subscription management and processing services under this contract.

Based on library expenditures for subscription management and processing services last year, awards resulting from this bidding effort could represent as much as \$2 million annually in business to the selected provider(s). However, actual quantities will be contingent upon the total number of libraries and schools that decide to make a purchase from resulting contracts (as participation is voluntary) and

RFR P101: Subscription Management & Processing Services

the annual subscription management needs of these libraries and schools. Accordingly, Connecticut Library Consortium does not guarantee that any specific amount of business will be generated as a result of this process.

It is the intent of Connecticut Library Consortium to make awards in these general categories:

1. Serial Subscription Management Services: PRINT with or without ADDITIONAL AVAILABLE FORMATS
2. Serial Subscription Management Services: PRINT published ABROAD
3. Additional Value-added Serial Subscription Management Services

The successful vendor will:

1. Provide titles suitable for adults, young adults and children.
2. Provide world language magazine titles.
3. Provide world interest magazine titles in the English language.
4. Provide world language newspaper titles.
5. Provide national and regional newspapers.
6. Provide return policy Information with their bid submission.
7. Designate at least one customer service/bid representative to be the primary contact for the awarded contract. This representative shall maintain ongoing communications with CLC and notify CLC of any pertinent corporate changes or issues concerning CLC members.
8. Respond to urgent customer emails or phone calls within a twenty-four (24) hour period. Routine queries will be responded to within forty-eight (48) hours.
9. Provide toll-free telephone numbers for ordering and customer service.
10. Have a successful track record of delivery with library systems in the United States with a minimum of receipt problems.
11. Provide an online tool for ordering and managing subscriptions, viewing invoices, statements and credits, creating reports and managing claims.
12. Accept multiple expiration dates on the original master list of periodical subscription.
13. Provide a plan for migrating subscriptions from the existing vendor (if the respondent is not the existing vendor).
14. Furnish new and perfect materials and will be required to replace any damaged or defective materials without cost to the ordering library. All return shipping and carrying charges for defective items are to be paid by the Provider.
15. Be required to furnish an electronic report in Microsoft Excel to vendors@ctlibrarians.org twice per contract year outlining CLC member sales and savings.

Awards will be made by CLC, acting in consultation with and on behalf of CLC members, based on the following criteria: amount of discount/savings, selection, timeliness/accuracy, service (scope and quality of), ease of ordering, and value-added services. Such information will be weighted accordingly to determine the lowest responsive and responsible bidders(s). CLC reserves the right to make multiple awards in any category if such action is deemed to be in the best interest of the member libraries. This RFR does not necessarily contemplate an award based solely on price. Rather, CLC reserves its rights to accept or reject any or all responses or any portion thereof that it may determine to be in its own best interests, for whatever reason.

RFR P101: Subscription Management & Processing Services

Guide to Proposal Submissions

INSTRUCTIONS FOR SUBMISSION:

Do not wait until the due date to begin to prepare your response. Preparing your response early helps avoid issues related to computer equipment or Internet access malfunction. It is the Candidate's responsibility to ensure that responses are received in their entirety, on time and at the required location.

1. All proposals shall be sent to:
Connecticut Library Consortium
Attn: CLC Bids Department
234 Court Street
Middletown, CT 06457
2. Proposals must include a two (2) fully executed copies (1 original, 1 copy) of all of the following:
 - a. Attachment 1 - Response Signature Form. An explicit agent of your organization must sign Attachment 1 and any supplementary proposal document.
 - b. Attachment 2 - Statement of Qualifications
 - c. Exhibit A - Signed and dated
 - d. Exhibit B - Pricing and Discount Schedule
3. Proposals must include a flash drive with electronic files from which you printed your hard copy proposal. Alternatively, they may be emailed to vendors@ctlibrarians.org within one hour AFTER the deadline for submitting hard copy responses. Email transmission of these documents is not encrypted and locked, so if you transmit this information before the hard copy response deadline it may be viewed prematurely. CLC is not responsible for the confidentiality of information transmitted via fax, email or other electronic means. **Please submit Exhibit B in Excel format, no pdfs.** The purpose of submitting these files is to reduce duplicate data entry and shorten the time needed for CLC staff to create the response summary. **These electronic files will not serve as a substitute for the hard copy response that must be submitted by the RFR deadline.**
4. Mark the response package with the RFR title and number on the front cover. We will open the response upon receipt if this information is not provided on the face of the envelope. In this case CLC cannot be held responsible for the confidentiality of the response.
5. Failure to follow these guidelines may be just cause for rejection of the response.

CORRECTION OR WITHDRAWAL OF RESPONSES, CANCELLATION OF AWARDS:

Correction or withdrawal of inadvertently erroneous bids, including corrections to pricing if the accurate price can be derived from the bid response submitted prior to the bid deadline, before or after award, or cancellation of awards of contracts or purchase orders based on such mistakes, shall be permitted with the approval, in writing, of the CLC Executive Director.

RIGHT TO WAIVE ANY INFORMALITY:

Connecticut Library Consortium, acting in consultation with and on behalf of CLC member libraries and schools, reserves the right to waive any informality in a bid when such a waiver is in its best interest.

QUANTITIES AND/OR USAGES:

Quantities and/or usages are estimates only and in no way represent a commitment and/or intent to purchase the estimated amount. Actual quantities and delivery points may vary. CLC reserves the right to order all quantities that may be needed, at the contract price, during the contract term

RFR P101: Subscription Management & Processing Services

regardless of the estimates provided in this RFR.

QUESTIONS & ADDENDA:

Supplementary information, if issued, will be placed on the State of Connecticut DAS website. Candidates are responsible for obtaining all addenda related to this RFR. Candidates are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

Questions related to this RFR must be received in writing 72 hours in advance of the response submittal deadline. We strongly recommend that prospective Candidates review specifications early in the solicitation process and submit all questions at one time. Written questions are to be sent to Jackie Cashin at vendors@ctlibrarians.org. Responses shall be in writing, posted, in the form of an addendum on the State of Connecticut DAS website.

QUALIFICATIONS OF CANDIDATES OFFERING A RESPONSE:

CLC may make such investigations as deemed necessary to determine the ability of the Candidate to perform the work and the degree to which any Candidate meets the criteria for award listed herein. Each Candidate agrees to furnish CLC any additional information requested.

THE REQUEST FOR RESPONSE (RFR) PROCESS:

Solicitations are advertised as required by law. CLC may also send invitations to businesses as it deems appropriate. Placement on a supplier list or a history of having received invitations in the past or having received prior contract awards in no way obligates CLC to continue any form of direct notification. At the discretion of the Executive Director CLC may remove suppliers from the mailing list for whatever reason including a poor performance history or failure to respond to previous invitations.

OBLIGATIONS OF THE CANDIDATE:

At the time of the opening of proposals, each Candidate will be presumed to be thoroughly familiar with the CLC's requirements, the objectives for each element of this solicitation. A plea of mistake in the accepted response shall not be available to the Candidate for the recovery of the bid surety or as a defense to any action based upon an accepted response.

CONTRACTING:

CLC reserves the right to require the successful Candidate to execute a contract in a format supplied by the CLC. The terms and conditions of the contract to be signed upon the award of the RFR will supersede any inconsistent provision of the RFR documents. If the Candidate receiving a full or partial award fails to execute a contract as required, they shall be liable for, and agree to pay, on demand, the difference between the price bid and the price for which such contract is subsequently re-awarded, including the administrative cost of reissuing the contract. These costs will be recovered through the bid bond, if submitted, and any remaining sums due will be paid by the Candidate.

The award of any contract is subject to the following conditions and contingencies:

- (1) Compliance with all applicable laws, regulations, ordinances and codes of the United States and the State of Connecticut.
- (2) If the Candidate is a corporation or other legal business entity, it must have a current license to do business in the State of Connecticut that is on file with the Connecticut Secretary of State's office, or it must be organized under the laws of the State of Connecticut and current in terms of its required filings.

RFR P101: Subscription Management & Processing Services

ACCEPTABLE BRANDS:

The RFR specifications are not intended to limit consideration to the particular service organization or manufacturer from which they were developed. References to brand names or numbers are to be interpreted as establishing a standard of quality and are not to be construed as limiting competition. Brand names used within these specifications shall be presumed to be followed by the words "or approved equal" unless the item contains the words "no substitutions" in the description. In this case quote the name brand and then, if desired, quote an alternate as well. Burden of proving a product and/or material as equal to a specific product and/or material by brand name is the responsibility of the Provider.

Final determination as to what is an "or equal" product will be made by the Executive Director. CLC will award on the basis of the criteria stated herein and reserves the right to waive or require compliance with any element of the specifications.

SAMPLES:

Samples are to be furnished to CLC upon request, free of charge, and may be held for comparison with deliveries. Candidate must arrange for their return if desired. Samples are assumed to meet, at a minimum, CLC specifications for quality. All deliveries shall have at least the same quality as the accepted proposal sample. Latent deficiencies will be remedied by the contractor at no additional cost, or loss of service, to the CLC.

RESPONSE DEVELOPMENT:

Candidates are responsible for all costs and expenses incurred in the preparation of a response and for any subsequent work on the response that is required by CLC. Any submittal is the property of CLC and will not be returned.

REGISTERING WITH THE SECRETARY OF THE STATE:

Generally, a foreign (meaning out-of-state) corporation or LLC must file with the Office of the Secretary of the State to do business in the state. Foreign Corporations should review Sect. 33-920 of the Connecticut General Statutes. If they do not find that the exemptions apply to them they must file a "Certificate of Authority."

Foreign LLCs are covered under Sections 34-222 to 34-236. If the exemptions (in 34-235) do not apply to them they must file a "Certification of Registration."

Companies may obtain forms and more information from the Secretary of the State web site located at: <http://www.sots.ct.gov/sots/site/default.asp>. Their number is (860) 509-6200.

The State of Connecticut General Statutes can be found at: http://search.cga.state.ct.us/dtsearch_pub_statutes.html. Enter the section number with hyphen and in the "In Database(s)" window select "Statutes - Section text."

Time Provisions:

The content of any response submitted is to remain valid and available to CLC for ninety (90) days from the day proposals are due.

RFR P101: Subscription Management & Processing Services

Bid Pricing Discounts

The bid prices quoted for each item shall: include handling and inside delivery (F.O.B. Delivery Point); remain in effect for the contract period; and not include any local, state or federal taxes, as the majority of participating libraries are tax-exempt. The terms of any price escalations must be indicated as part of the bid submission. Special conditions affecting unit costs, or the total amount of any order must also be spelled out on the quotation forms. In the absence of any such notations, the prices/discounts bid shall apply throughout the term of the contract and shall be deemed all-inclusive.

Note: The unilateral imposition of additional surcharges (e.g., fuel, delivery, etc.) at any point during the contract term is strictly prohibited.

Please note the following additional pricing requirements:

1. All discounts must be computed from the publisher's lowest list price.
2. ONE of the following **MUST** be submitted with the Bid Document: (1) Access information for a temporary online account (list URL, user name and password); and/or (2) A copy of the bidder's latest catalog.
3. A single discount shall be quoted against each category listed on the discount schedule. **Range bids shall not be permitted.**
4. Discounts quoted shall apply to all accounts of each member library.
5. Prices and discounts quoted in this Invitation to Bid are better than those quoted to other consortia, institutions or agencies in Connecticut and the provider agrees that current CLC members will get the best pricing in Connecticut through this contract.
6. **Connecticut libraries and schools that are not current CLC members will not be eligible for this pricing.**

Terms of Contract

DURATION OF CONTRACT:

- a. Provider agrees to offer the Products to CLC Members on the terms of this Agreement commencing as of December 1, 2019 and continuing through and including November 31, 2022.
- b. Subject to the termination rights set forth herein, CLC shall have the right to extend this Agreement for up to two (2) successive one year terms (each a "**Renewal Term**") by delivery of written notice to Provider no later than ninety (90) days prior to the conclusion of the Initial Term or Renewal Term as then in effect, stating that CLC desires to extend the Agreement at the conclusion of such Initial Term or Renewal Term, as applicable (the "**Renewal Notice**"). Provider shall accept or decline such extension within thirty (30) days of receipt of the Renewal Notice, and failure to deliver written notice accepting or declining CLC's proposed renewal of this Agreement shall be deemed acceptance by Provider. The Initial Term together with any and all Renewal Terms shall be referred to as the "**Term**." The Parties acknowledge that certain products may include subscriptions with durations that extend beyond the Term and agree that all subscriptions shall continue in force through their respective expiration dates.

ADMINISTRATIVE FEE:

The Parties acknowledge that CLC expends meaningful time and resources in the administration of the

RFR P101: Subscription Management & Processing Services

Agreement. In consideration of such, Provider shall pay CLC an administrative fee equal to two percent (2%) of total sales of the Products by Provider pursuant to the Agreement (the "**Administrative Fee**").

- a. The Administrative Fee shall be calculated as a percentage of total sales of the Products at the Member price charged by Provider for Products as set forth on Exhibit B to the Agreement, net of any returns, chargebacks or additional discounts that may be granted by Provider to the Member. The Parties shall use the Sales Information provided by Provider to CLC pursuant to this Agreement for purposes of calculating the Administrative Fee due to CLC for the period represented thereby. When Provider submits such Sales Information to CLC, Provider shall include Provider's estimate of the Administrative Fee due for such period. Provider and CLC shall cooperate to determine and agree upon the Administrative Fee due for each such period.
- b. The Administrative Fee will be due from Provider to CLC on March 1st and September 1st of each year (as applicable for the most recently concluded Sales Information reporting period) in immediately available funds. Any Administrative Fee, or portion thereof, that is not paid when due shall bear interest at the rate of 1.5% per month until paid in full. Provider's obligation to pay the Administrative Fee shall survive the expiration or earlier termination of this Agreement.

LEGAL STATUS:

If the Provider is a corporation or other legal business entity, it must have a current license to do business in the State of Connecticut that is on file with the Connecticut Secretary of the State's office, or it must be organized under the laws of the State of Connecticut and current in terms of its required filings. Evidence acceptable by Executive Director must, when required, be filed with the Executive Director before performance of contract is started.

ITEMS FURNISHED:

Any item furnished is to be new, unused, and currently in production. All accessories and services necessary for proper functioning on delivery are assumed to be included in the Contract though not specifically mentioned. All assemblies, sub-assemblies and component parts for all equipment or items specified are to be standard and interchangeable.

REJECTED SERVICES OR ITEMS:

Rejected, items, commodities and/or work must be removed by the Provider from Purchaser's premises within 48 hours at the Provider's expense. Immediate removal may be required when safety or health issues are present.

CONFLICT OF INTEREST:

No officer, employee, or agent of CLC shall have any personal interest, direct or indirect, in the Contract, and the Provider covenants that no person having such interest shall be employed in the performance of the Contract.

AMENDMENTS:

CLC may, from time to time, request changes in the scope of services to be performed by the Provider hereunder. Any such change, including any increase or decrease in the amount of the Provider's compensation, which are mutually agreed upon by and between CLC and the Provider, shall be incorporated in a written amendment to the Contract.

Any term or condition stated by Provider in acknowledging or otherwise accepting a CLC purchase order shall be a proposal for addition to the contract for that purchase and shall not become part of the

RFR P101: Subscription Management & Processing Services

order unless specifically accepted in writing by Purchaser.

CONFLICTING TERMS:

The terms and conditions of the contract signed upon award of the bid will supersede any inconsistent provisions of the bidding documents.

INVALIDITY:

If any provision of the Agreement is held invalid, the balance of the provisions of the Agreement shall not be affected thereby if the balance of the provisions of the Agreement would then continue to conform to the requirements of applicable laws.

NON-WAIVER:

Any failure by CLC or Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other of any and all of the terms and provisions of the Agreement and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce or to seek to enforce any of the provisions of the Agreement.

INDEPENDENT PROVIDER:

Provider, including its employees, is an independent Provider and shall not be regarded as an employee or agent of the CLC.

ASSIGNMENT AND SUBCONTRACTORS:

The Provider shall not assign the Contract or any of the services to be performed by it hereunder without prior consent of CLC in writing. The Provider shall be fully responsible to CLC for the acts and omissions of its subcontractors as it is for the acts and omissions of people directly employed by it. The Provider shall require any subcontractor approved by CLC to agree in its contract to observe and be bound by all obligations and conditions of the Contract to which Provider is bound. All of the terms, covenants, conditions and provisions of the Contract shall have been incorporated in such subcontract(s) and the subcontractor(s) shall agree in writing to assume, perform and be bound by the Contract and all the terms, covenants, conditions and provisions hereof. CLC shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

LICENSES AND PERMITS:

The Provider certifies that for the duration of contract performance, they shall have and provide proof of permits and licenses as required by City, State or Federal regulatory bodies as applicable.

PATENT INFRINGEMENT:

The Provider shall defend and save the Purchaser harmless against any actions or claims brought against it for losses, costs or damages by reason of actual or alleged infringements of letters patent.

STUDENT DATA PRIVACY:

As applicable in the performance of this Agreement and its business transactions with Members, Provider shall ensure compliance with the transfer of data subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g, including any amendments thereto, Connecticut General Statutes Sections 10-234aa through 10-234dd, inclusive, including any amendments thereto, and other relevant provisions of federal and state law regarding the transfer of student data or personal information, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as applicable. Nothing in this Agreement may be construed to allow Provider to

RFR P101: Subscription Management & Processing Services

maintain, use, disclose or share student information in a manner not allowed by federal or state law or regulation. Provider agrees to comply with the requirements set forth on Exhibit A to this Agreement (Additional Terms and Conditions Addendum) in conducting its business transactions with Members and recognizes and acknowledges that such terms of service set forth in Exhibit A shall be deemed the minimum requirements for the protection of student data/information. To the extent a Member has adopted terms of service that are more stringent than the terms of service set forth on Exhibit A, the Member's terms of service shall control, and Provider shall abide by such Member's terms of service.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Applicable Content

- (a) Resources for all usertypes and all member types
- (b) Resources for specific usertypes
- (c) Overall service offering

2. Business Information and Account Management

- (a) Proposer's relevant qualifications and skills

3. Value

- (a) Exhibit B – Proposer's cost and discount proposals must cover the entire period of the initial contract and allowable renewal periods.

The Connecticut Library Consortium (CLC) may award by individual item, group of items, or the entirety of all items. (CLC) may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of CLC members will be served.

RFR P101: Subscription Management & Processing Services

Response Checklist

- Response Signature form completed (Attachment 1)
- Bid Pricing - All response pricing is to be completed on the Excel spreadsheet file titled "Exhibit B - Pricing and Discount Schedule." This file and all documents associated with this RFR are located on the DAS web site as indicated in the Invitation to Respond.
- Statement of Qualifications and Exhibit A completed (Attachment 2) (Exhibit A)
- A copy of the Responder's return policy.
- Original versions of the above bid proposal forms, plus one copy of all forms.
- A copy of the Responder's latest catalog(s) or website address where pictures and specifications can be found.
- The electronic files, from which you printed your hard copy proposal, are to be submitted on a flash drive with the hard copy OR emailed to vendors@ctlibrarians.org within one hour **AFTER** the deadline for submitting hard copy responses.*

Two copies of the Responses are to be delivered to:

**Connecticut Library Consortium
Attn: CLC Bids Department
234 Court Street
Middletown, CT 06457**

No later than 2:00pm, October 28, 2019. Be sure to indicate the request number and title on the front of the envelope. Mark the original response package as "ORIGINAL" on the front cover.

RESPONSE SUMMARIES:

Response summaries will not be available over the Internet. Summary information will be available after the evaluation period. Results will not be provided over the phone.

Connecticut Library Consortium Response Forms

Attachment 1 – Response Signature Form

COMPANY NAME:

BID CATEGORY: *(Choose one. See SCOPE OF SERVICES for definitions)*

1. Serial Subscription Management Services: PRINT with or without ADDITIONAL AVAILABLE FORMATS
2. Serial Subscription Management Services: PRINT published ABROAD
3. Additional Value-added Serial Subscription Management Services

CONTRACT MANAGER/PRIMARY CONTACT:

POSITION:

MAILING ADDRESS:

PHONE:

FAX:

EMAIL:

WEBSITE URL:

FED ID#:

The undersigned hereby declares that he/she/they are thoroughly familiar with the specifications, the various member sites, CLC's requirements, and the objectives for each element of this Request for Response (RFR) and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that s/he will furnish and provide all the necessary material, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the conditions contained in this RFR, to carry out the contract and to accept as full compensation therefore the amount of the contract as agreed to by the Contractor and CLC.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in State of Connecticut or federally funded projects (Executive Order 12549).

Connecticut Library Consortium Response Forms

The undersigned certifies that the company designated above is an Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Opportunity and Affirmative Action.

The undersigned certifies under penalty of false statement that the information provided in this response is true.

COMPLETE THE FOLLOWING:

We can deliver/initiate services within _____ calendar days of receipt of contract.

Minimum order dollar value to qualify for free shipping if applicable: _____

Response time from order placement to delivery in hours if applicable: _____

We can provide CLC with sales and savings reports that include name of purchasing library, list price of item/service and discounted price paid. (check): YES NO

SUBMITTED BY:

Signature: _____

Print Name: _____

Title: _____ Date: _____

Connecticut Library Consortium Response Forms

Attachment 2- Statement of Qualifications

THIS FORM WILL BE USED IN ASSESSING QUALIFICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

1. COMPANY INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____ YEARS

LIST OTHER NAMES YOUR COMPANY DOES BUSINESS AS (dba): _____

LIST PREVIOUS COMPANY NAME (S): _____

TAX ID NUMBER: _____

DUNS NUMBER (PROVIDE COPY OF LATEST BIR) _____

2. COMPANY REFERENCES:

LIST THREE (3) CONTRACTS SIMILAR IN NATURE TO THIS SOLICITATION WHICH DEMONSTRATES YOUR COMPANIES ABILITY TO PERFORM THE REQUIRED SERVICES; MUST BE WITHIN THE LAST THREE (3) YEARS THAT YOU ACTUALLY PERFORMED SERVICE.

1. COMPANY NAME: _____

CONTRACT EFFECTIVE DATE: _____ CONTRACT ANNUAL VALUE: _____

CONTACT NAME: _____

TELEPHONE: _____ EMAIL: _____

2. COMPANY NAME: _____

CONTRACT EFFECTIVE DATE: _____ CONTRACT ANNUAL VALUE: _____

CONTACT NAME: _____

TELEPHONE: _____ EMAIL: _____

3. COMPANY NAME: _____

CONTRACT EFFECTIVE DATE: _____ CONTRACT ANNUAL VALUE: _____

CONTACT NAME: _____

TELEPHONE: _____ EMAIL: _____

Connecticut Library Consortium Response Forms

3. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF THE STATE'S OFFICE

Are all required filings current and in good standing or has the entity been withdrawn or canceled?

Circle one:

- a. Connecticut corporations** - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?

Yes

No

- b. Out-of-State corporations** - Do you have a valid license to do business in the State of Connecticut? If a license is not required for the services being provided have you filed with the Connecticut Secretary of State?

Yes

No

- c. Minority/Female Business Enterprise** – Is the company bidding designated as a Minority/Female Business Enterprise and is in compliance with Federal and State rules and regulations pertaining to Minority/Female Business Enterprise designations?

Yes

No

- 4. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:**

Business Name

Address

City/State/Zip

Name of Agent

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening may be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company may be required within 30 days of the bid opening.

5. COMPANY CERTIFICATIONS, LICENSES AND REGISTRATIONS:

LIST ANY RELEVANT CERTIFICATIONS, LICENSES AND REGISTRATIONS ETC. THAT QUALIFIES YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS SOLICITATION, IF APPLICABLE.
